

JOB DESCRIPTION

OPERATIONS MANAGER ST PETERS CHURCH, NOTTINGHAM

This is a position which consists of management responsibilities relating to the premises and staffing of the parish, as well as regular financial tasks, support for the committees of the parish, and various associated tasks.

The post is based at the St Peter's Centre, St Peter's Square, Nottingham NG1 2NW, although it can also involve visits to All Saints' Church, Raleigh Street. The Operations Manager reports to the Rector (who is the line manager), whilst also supporting the work of various other parish officers, such as churchwardens, and working alongside the Parish Administrator.

Hours of work: 25 hours per week (five hours a day Monday-Friday)

Annual salary: £16,500

The responsibilities of the Operations Manager are:

PREMISES

- General responsibility for managing the following parish buildings, in accordance with the direction and oversight of the site committee; relations with contractors; liaison with agents as appropriate:
 - St Peter's Church
 - All Saints' Church
 - Parish Centre
 - All Saints' House
 - All Saints' Hall
- Oversight and upkeep of churchyards, in co-operation with the site committee, verger/caretaker, and volunteers
- Oversight of external events held in the churches and Centre in conjunction with the verger/caretaker, and alongside the Parish Administrator (who is responsible for bookings)
- To prepare and submit faculty applications
- Emergency arrangements for the parish buildings, including fire safety arrangements; being available to go to the churches and other parish buildings in an emergency
- Security and fire alarm systems for all the parish properties
- Management of long-term lettings of All Saints' house and All Saints' hall, including liaison with statutory and other bodies

STAFFING

- Having a working knowledge of employment legislation, including an awareness of issues of inclusiveness and diversity in accordance with the ethos of the parish
- Line management of verger and caretaker
- Co-ordination of staffing arrangements and approval of overtime payments
- Support to colleagues in recruitment matters, in partnership with the parish administrator
- Preparation of staff contracts where necessary

- Induction of staff
- Recording and monitoring holidays and time off
- Administration of the Parish pension scheme
- Making applications for DBS clearance for staff members and church members with roles which require this, and implementing Safeguarding arrangements
- Keeping the parish staff handbook up to date

FINANCE

- Banking money and cheques, signing cheques, dealing with cash
- Maintaining the accounting records of the Parish and Catering Company including the preparation of VAT returns

PARISH COMMITTEES

- Membership of Finance Committee, Site Committee, Standing Committee, Health and Safety Committee, Safeguarding Committee, Coffee Room Committee
- Support for the Parochial Church Council (PCC)
- Circulating papers and related matters relating to these committees, preparing agendas and writing up minutes of the Finance Committee, Standing Committee, Site Committee, and PCC meetings, and maintaining records of those meetings
- Support for other meetings from time to time as appropriate
- Attendance and support at the Annual Parochial Church Meeting
- Weekly clergy and office staff meeting

INSURANCE

- Understanding the insurance policies of the Parish and the cover provided including the Parish buildings and relations with the insurance company and brokers

HEALTH AND SAFETY

- As a member of the parish Health and Safety Committee, to keep Health and Safety policies up to date

OFFICE ORGANISATION

- Oversight of and organisation of the Parish filing system
- Security matters including maintaining a log of key holders and passwords for the IT system
- Matters relating to GDPR and Data protection
- Having a working knowledge of the responsibilities of the Parish Administrator, and covering for her where necessary

COFFEE ROOM

- General support where necessary

EXTERNAL ORGANISATIONS

- Liaison with outside bodies such as the City Council in relation to matters which concern the wellbeing of the parish

PERSON SPECIFICATION

The Operations Manager should possess the following skills and experience:

Essential:

- Understanding and experience of premises management and related matters such as maintenance, Health and Safety, insurance, and security
- Experience of good management practice
- Good communication skills, both written and spoken
- Experience of financial record keeping
- Understanding of employment legislation
- An awareness of inclusiveness and diversity issues and support for the inclusive ethos of the parish
- Familiarity with good office practice and IT skills
- Good people skills
- To be able to work well with other members of the parish team
- To be a self-starter who will be able to respond well to needs as they arise and to be resourceful in finding solutions to problems
- To be experienced in setting priorities and meeting deadlines

Desirable:

- An understanding of Church of England systems, structures and beliefs
- A sense of humour

Applicants should complete the application form which can be found on the parish website - <http://nottinghamchurches.org/2020/09/01/vacancy-operations-manager> - and submit this to the Parish Administrator, office@nottinghamchurches.org, by 12.00 noon on Friday 18th September.